

Position:	Manager, Assisting Communities through Direct Connection (ACDC) Project
Employment Status	Contract – March 2020 – 30 November 2022
Classification:	Social Community Health Care and Disability Services Industry Award, 2010
Responsible to:	CMHA CEO
Responsible for:	Partnership & Engagement Manger National Education Officer

Community Mental Health Australia (CMHA) is a coalition of eight peak community mental health organisations from each State and Territory and was established to provide leadership and direction to promote the importance and benefits of community mental health and recovery services across Australia. CMHA provides a unified voice for over 800 community-based, non-government organisations who work with mental health consumers and carers across the nation and who are members of, or affiliated with, the various coalition members. Further information is at <https://cmha.org.au/>

The **Assisting Communities through Direct Connection (ACDC) Project** is a new initiative, funded through an Information, Linkages and Capacity Building (ILC) grant from the National Disability Insurance Agency (NDIA) grant. CMHA is looking to build innovative ways to increase the independence, social and community participation of people who live with a psychosocial disability who are not accessing services. This is a pilot project that will be trialled in all Australian states and territories, and will include partnerships, training and safe door to door services and resources.

CMHA is currently recruiting all roles to deliver and value add to the project.

ILC is about ensuring communities become more accessible and inclusive of people living with a disability. Further information is at <https://www.ndis.gov.au/community/information-linkages-and-capacity-building-ilc>

CMHA is seeking a motivated individual with high standards and a commitment to ensuring a quality, innovative approach is used throughout the project deliverables. Experience within the mental health community sector is a must.

As the Project Manager you will be responsible for:

- **Project Management:** Ensure CMHA successfully implements and develops the national ACDC project, meeting project milestones and deliverables through strong project management and remains within the project budget.
- **Build and maintain professional, respectful and collaborative relationships:** Ensure recovery and trauma-informed approaches are used in all interactions.
- **Support the development of relevant training content and processes:** Ensure high quality training and resources are produced and regularly reviewed for currency and accuracy, and that content is co-designed with people with lived experience and families and carers

This is a Full Time contract position commencing March 2020 through to project completion in November 2022.

CMHA are seeking an experienced individual who has demonstrated project management experience; excellent oral and written communication skills; the ability to 'innovatively think on their feet and outside the box'; multi-task priorities with exceptional planning and organisation skills; a high level of self-motivation and attention to detail and previous staff management experience. You need to be able to work independently and lead and contribute to the team, as well as have the ability to build and maintain relationships.

Some interstate travel will be required for this role.

If this sounds like you then apply today by sending your resume and a statement addressing the selection criteria below.

ESSENTIAL CRITERIA

1. **Leadership.** At least 5 years' experience (and relevant qualifications) in the mental health sector, plus experience in senior leadership roles in the health or workforce education sectors. An equivalent level of knowledge gained through any combination of education, training and/or experience will be considered.
2. **Valuing diverse communities and contributions.** Demonstrated understanding and valuing of the contemporary roles of people with lived experience of mental illness, their families and carers in the mental health sector; the value and roles of government, the contribution of research and education, and the full range of diverse services and service providers in the community
3. **Knowledge and connectedness in the sector.** Demonstrated knowledge and understanding of contemporary issues in mental health services and the mental health community sector in Australia
4. **Building relationships.** Demonstrated experience and skills in building meaningful partnerships with a wide range of organisations and stakeholders; demonstrated ability to engage and coordinate ongoing relationships using outstanding interpersonal and communication skills
5. **Financial management.** Ability and capacity to oversee, implement and be accountable for financial management and reporting systems
6. **Operational Management.** Experience including managing a small team across diverse activities, implementation of relevant workplace legislation, demonstrated ability to produce effective and accurate written communication, develop policy and strategic documentation, implement effective remote conferencing, WH&S and quality improvement activities
7. **Delivering change.** Demonstrated ability to lead and deliver the strategic direction of a project, implement innovative solutions and manage change and risks within the context of Board and stakeholder accountability
8. **Data literacy.** Experience with data collection, outcome measures for people experiencing a mental health issue and knowledge of data development.

DESIRABLE CRITERIA

1. **Marketing and social media.** Demonstrated experience with a wide range of technology and ability to adapt to the changing needs of an organisation, stakeholder and community expectations.
2. **National focus.** Experience with managing projects at a national level.

Job benefits and perks

Remuneration packaging includes base salary of \$130k, plus super guarantee contribution, FBT salary packaging and entertainment benefits available.

CMHA offers a flexible working environment.

Office located in Northern Sydney near public transport

To Apply

Applications close COB on 5th February 2020.

Enquires and additional information about the project and the project plan are available on request to cmhainfo@cmha.org.au

Written application including resume and cover letter addressing the Criteria outlined above are to be addressed to Erika Hewitt email cmhainfo@cmha.org.au

Applications that do not address selection criteria will not be considered.

CMHA promotes diversity and practice equity. Aboriginal and Torres Strait Islander people, people from different cultural backgrounds, LGBTIQ+ people and people living with a disability are strongly encouraged to apply.